

MANAGEMENT

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
MGT	MANAGEMENT			
1	ARS Strategic Plan Development			
2	Delegation of Authority			
3	Directions and Policies for S&E in USDA			
4	<u>Management Analysis and Improvement</u>	Includes management improvement, evaluation, and cost reduction activities.	(Item 68c(4)) Destroy when 15 years old or when superseded or obsolete, whichever is later.	(Item 68c(4)) Destroy when 3 years old or when superseded or obsolete, whichever is later.
4-1	Agricultural Res. Service Admin. Office - Niffenegger 1980			
4-2	Analysis of National Program Staff Needs			
4-3	Comptroller General Study of Management of Ag. Research 1977			
4-4	Cost Reduction		(Item 68c(4)) Destroy when 15 years old or when superseded or obsolete, whichever is later.	(Item 68c(4)) Destroy when 3 years old or when superseded or obsolete, whichever is later.
4-5	General Accounting Office (GAO)			
4-5-1	Better Collection and Maintenance Procedures Needed to Protect AG's Germplasm Resources GAO 82-7			
4-5-2	Changing Character & Structure of American Agriculture - An Overview GAO 78-178			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
4-5-3	Dept. of Ag. - Soil Conservation Programs Not Realizing Full Potential in War Against Soil Erosion GAO			
4-5-4	Emerging Issues from New Product Development in Food Manufacturing Industries GAO 81-138			
4-5-5	Federal Agencies Actions to Implement Section II of Stevenson-Wydler Tech. Innovation Act GAO 84-60			
4-5-6	Federal Agricultural Research Facilities are Underused GAO 83-20			
4-5-7	Federal Agricultural Research Funding: Issues and Concerns GAO 83-224			
4-5-8	Long Range Planning Can Improve the Efficiency of Ag. Research and Development GAO 81-141			
4-5-9	Management Improvement - Leadership - Philosophy - Efficiency			
4-5-10	The Dept. of Ag. Can Minimize the Risk of Potential Crop Failures GAO 81-75			
4-5-11	Water Conservation: An Update of Federal Activity GAO 83-113			
4-6	Management Improvement Studies		(Item 14d(1)) Destroy when 15 years old.	(Item 14d(2)) Destroy when 3 years old.
4-7	Michigan State Study - Role of USDA in Food Toxicology Research			

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CODE	TITLE	DESCRIPTION	OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
4-8	N.P.S. Study of ARS Cooperative Agreements 1983			
4-9	Office of Management and Budget (OMB)			
4-9-1	OMB Commercial Research Study			
4-9-2	OMB Study Report on Management of Information Resources - Computers 1981			
4-10	Office of Technology Assessment of Ag. Research System (OTA)			
4-10-1	Office of Technology Assessment Alternatives to Animal Use in Testing and Experimentation			
4-10-2	Technology Transfer			
4-11	President's Private Sector Survey on Cost Control (PPSSCC)			
4-12	Role of Research Engineers in ARS			
5	Reports - Statistics			
6	<u>Staff Control and Utilization</u>		(Item 68c(4)) Destroy when 15 years old or when superseded or obsolete, whichever is later.	(Item 68c(4)) Destroy when 3 years old or when superseded or obsolete, whichever is later.
6-1	Staff Requirements		(Item 68c(4)) Destroy when 15 years old or when superseded or obsolete, whichever is later.	(Item 68c(4)) Destroy when 3 years old or when superseded or obsolete, whichever is later.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
6-2	Work Distribution		(Item 68c(4)) Destroy when 15 years old or when superseded or obsolete, whichever is later.	(Item 68c(4)) Destroy when 3 years old or when superseded or obsolete, whichever is later.
6-3	Work Measurement			